

INVITATION FOR BIDS

No. 2015-01

Mississippi

***Preapproved List of Vendors for
On-site Mobile Shredding Services***



Personal Service Contract Review Board

Mississippi State Personnel Board

210 East Capitol Street, Suite 800

Jackson, Mississippi 39201

Contact: *Teselyn Funches*
teselyn.funches@mspb.ms.gov

Date: *February 3, 2015*

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GENERAL INSTRUCTIONS

Section 1 – Authority

The Legislature established the Personal Service Contract Review Board (hereinafter “PSCRB”) in 1997. The PSCRB “may establish a preapproved list of providers of various personal and professional services for set prices with which state agencies may contract without bidding or prior approval from the board.” Miss. Code Ann. § 25-9-120.

Section 2 – Purpose

The PSCRB is seeking to establish a Preapproved List of Vendors (hereinafter “PVL”) for On-site Mobile Shredding Services for use by state agencies (hereinafter “agencies” or “agency”) under the purview of the PSCRB. The PSCRB is inviting bids from qualified professional on-site mobile shredding services providers for placement on the list. After the list is established, agencies may select and contract with vendors from the list, avoiding the need for procurement. Contracts over \$100,000 must still be approved by the PSCRB. Vendor(s) agree to extend services under this IFB to all authorized agencies within the geographic limits of the regions bid upon in the State of Mississippi at the same price and under the same terms and conditions offered in this PVL.

Section 3 – Timeline

Invitation for Bid (IFB) Issue Date:	February 3, 2015
Questions to PSCRB Deadline:	February 13, 2015, 5:00 PM CST
Anticipated Posting of Written Answers to Questions:	February 17, 2015, 5:00 PM CST
Bid Package Submission Deadline:	February 20, 2015, 9:00 AM CST
Bid Opening:	February 20, 2015, 9:30 AM CST
Anticipated Date of the Notice of Intent to Award:	February 25, 2015, 5:00 PM CST

Section 4 – PSCRB Contact and Questions/Requests for Clarification

4.1 All questions and requests for clarification must be directed by **email** to:

Teselyn Funches, Director
Personal Service Contract Review Board
Email: teselyn.funches@mspb.ms.gov

4.2 Questions and requests for clarification must be submitted via email by the deadline reflected in Section 3.

4.3 All questions and answers will be published on the Mississippi State Personnel Board (hereinafter “MSPB”) website (<http://www.mspb.ms.gov>) in a manner that all bidders will be able to view by the date and time reflected in Section 3.

- 4.4** The PSCRB will not be bound by any verbal or written information that is not contained within this IFB unless formally noticed and issued by the contact person.
- 4.5** Should an amendment to the IFB be issued, it will be posted on the MSPB website (<http://www.mspb.ms.gov>) in a manner that all bidders will be able to view. Further, bidders must acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the bid package, by identifying the amendment number and date in the space provided for this purpose on the bid form, or by letter. The acknowledgment must be received by the PSCRB by the time and at the place specified for receipt of bids. It is the bidder's sole responsibility to monitor the website for amendments to the IFB.

Section 5 – Scope of Services

- 5.1** Mobile operations shredding is defined as secure destruction activities carried out using mobile commercial-grade destruction equipment that destroys confidential agency materials within an enclosed and secured vehicle (truck or trailer) at the agency's site. These services are to be provided in two separate formats: Purge Shredding and Scheduled Shredding. Purge shredding is defined as shredding services where the materials that need to be shredded are not stored in contract bins; for example, an agency needing to shred twenty (20) boxes of paper. With purge shredding, the materials that need to be shredded may be collected using agency containers and the cost is calculated either per pound or per box in addition to a service charge, if any. The container sizes for purge shredding are a standard copy paper box and banker/legal file box as provided by the agency. Alternatively, purge shredding may require the vendor to fill a 64 or 96-gallon container brought to the site by the vendor at the time of the on-site shredding and charge the agency according to the number of containers shred. Scheduled shredding is defined as the collection and shredding of contents from contract bins that are placed at agency locations or facilities on a recurring basis, such as bi-monthly, monthly, or quarterly as agreed upon by the vendor and agency. For scheduled shredding, the vendor shall provide the agency with lockable, wheeled containers with a hinged top, which can be opened by designated agency personnel when necessary. The scheduled shredding format will be available in the following three container sizes: 32, 64, and/or 96-gallons. Containers shall be clearly marked for their intended use. The vendor shall perform secure shredding services for state agencies on an as-needed (i.e. annual purge) or on a scheduled basis, as mutually agreed upon between the vendor and each Contracting Agency.
- 5.2** Agencies dispose of records that are no longer needed or past the retention date. Various agencies possess a variety of information material that requires secure destruction. Information material includes primary papers (office paper, computer paper, colored paper, glossy paper, file stock, laser printer paper, file folders, envelopes, etc.). The information material may contain sensitive or confidential information as defined by specific statutes and regulations or that may be set by agency policy. Confidential documents must be attended by an agency monitor or physically secured at all times. The vendor acknowledges that they will be handling confidential information and must agree to maintain confidentiality of the information. All records are to be disposed of in a confidential manner. Vendor personnel designated to work with confidential records may be required to sign a statement of confidentiality guaranteeing non-disclosure of

information prior to performing any work. The confidentiality statement may be designed, implemented, and maintained by either the vendor or the agency. If required, the statement of confidentiality shall be made available for viewing by the agency. Vendor staff shall not inspect, view, peruse, copy, or examine any confidential information material whether or not designated for shredding or disposal. Confidential information material shall also not be disclosed, released, or communicated to any third party person, organization, or entity. Removal of records to the municipal dump is not permitted. The vendor shall notify the agency of any violation or breach. Unauthorized release of documents will not be tolerated and will be considered grounds for contract termination.

- 5.3** All mobile operation shredding must be performed at the agency's convenience so as not to interrupt its normal operations. Services may be provided at a large range of facilities. Each agency may have more than one location in different regions of the state. Most agencies operate on a Monday – Friday, 8:00 AM to 5:00 PM business hours schedule. Bidders may bid on one, two, or all three formats/categories, but must be able to provide and/or service each container and/or box size in the format/category bid on. Vendor personnel may be required to sign-in and sign-out at state facilities. Security provisions for all state facilities must be strictly observed. All vendor personnel must be uniformed or have visible identification at all times. Vendor personnel may be required to provide photographic identification for inspection upon entering state facilities. The vendor is advised that for all state facilities, vendor personnel shall strictly abide by all state policies and procedures at all times. Deviations from these policies by the vendor or its personnel will not be tolerated and will be considered grounds for contract termination.
- 5.4** The vendor will provide all equipment, materials, tools, supplies, skills, labor, and supervision necessary to perform the tasks as specified. All mobile operation shredding will occur on-site. No documents will be taken from the facility to be destroyed at another location. No documents are to be left on the truck overnight for shredding the next working day. Documents are to be shred at the time of arrival unless a monitor is required by the agency. The vendor will not begin until a monitor is available to view the process when required by the agency. The vendor must use all shredded materials for recycling of consumer products (e.g., paper towels, cereal boxes, etc.) and not for packing material.
- 5.5** The preapproved list will be region-specific. The services may be provided in eight different regions of the state, including: (1) North Delta; (2) North East; (3) South Delta; (4) East Central; (5) Central; (6) Pine Belt; (7) South West; and, (8) Coastal. There will be a separate preapproved list for each of these regions. (See **Attachment B** for a map showing the regions and a listing of counties in each region.) Bidders may bid to provide services in one or more regions, or they may bid on all regions. To bid on a region, bidders must complete the Bid Package and certify that they can provide services for the entire region. For each region, the four lowest qualified bidders for each of the on-site mobile shredding service formats and categories will be added to the preapproved list. (See **6.1** below.) **Being placed on the preapproved list does not guarantee contracts will be issued.**
- 5.6** Detailed scope and specific requirements of the work required will be provided by the Contracting Agency when a vendor on the preapproved list is selected for consideration with respect to a specific project or need. Such scope and requirements will include, but

are not limited to, description of work activities, definition of particular deliverables, time frames, and budget parameters.

5.6.1 All mobile operations shredding services must equal or exceed the specifications listed. The absence of detail specifications or the omission of detail description shall be recognized as meaning that only the best commercial practices are to prevail and that only first quality equipment and workmanship are to be used.

5.6.2 Upon completion of each shredding service, unless otherwise agreed to by the agency, the vendor must complete and return the form included as **Attachment A** (Certification of Document Destruction), which may be incorporated as part of the contract. This formal certificate of destruction indicates actual destruction has taken place. This form must be provided upon completion of destruction services or as required by the Contracting Agency. The agency may utilize this form or a similar form and may even request the certificate be printed on the vendor's letterhead. The Certificate of Destruction must include: location of agency facility; date service provided; number of containers for scheduled shredding or number of pounds for purged shredding; and signature and title. If an agency monitor is required, the monitor should also sign and date this form.

Section 6 – Basis for Award

6.1 The PSCRB intends to make awards to four responsive and responsible bidders per region per mobile shredding services category which provide the lowest cost for on-site mobile shredding services. To determine which bids are lowest, the prices for each of the three categories by a bidder for a particular region will be averaged. After averaging, the four bidders with the lowest, averaged bids will be placed on the list for that region by the following formats/categories: Purge Shredding-Per Pound, Purge Shredding-Per Box/Container, and Scheduled Shredding. The list will then be divided into service categories, with the four winning bidders' bids ranked according to the lowest, second lowest, third lowest, and fourth lowest price for each format/category.

6.2 Contracting Agencies are encouraged, but not required, to contact the lowest preapproved vendor for the on-site mobile shredding service or services needed in the category of service they need. If that vendor is unable to supply the service, the Contracting Agency may contact the next lowest vendor. If that vendor cannot supply the service, the Contracting Agency may contact the third lowest vendor and so on and so forth.

6.3 Vendors bidding on more than one region may bid different rates in different regions.

Section 7 – Contract Deliverables

7.1 Upon execution of a contract with a Contracting Agency, vendors on the preapproved list shall, with respect to all mobile paper shredding services provided to a Contracting Agency:

7.1.1 Assign a contractor account representative to work directly with the Agency Representative.

- 7.1.2** Abide by all ordinances and laws pertaining to the Contracting Agency's operation and obtain and pay for all necessary permits, licenses, and fees for work performed and give all notices and comply with all laws, ordinances, rules, and regulations.
- 7.1.3** Provide secure and confidential destruction of agency documents on an ongoing schedule and/or on an as-needed basis. Information material must remain secured from the moment of retrieval/pick-up until destruction is accomplished. The vendor must ensure no violation of any state, federal, or local law, including HIPAA guidelines; ensure that there are appropriate safeguards to prevent use or disclosure of the information; immediately inform the agency of any use or disclosure of the information; and ensure that any personnel are aware not to use or disclose the information.
- 7.1.4** Ensure all on-site mobile shredding services are provided during the times specified by the Contracting Agency. Occasionally, agencies may have an unexpected service need. In these situations the vendor agrees to complete the ad hoc service request within two (2) business days upon notification from the agency, at purge shredding services rates unless otherwise specified and agreed upon in writing by agency.
- 7.1.5** Coordinate with the agency to schedule service times and dates. Upon agreement, the vendor will supply each agency with a yearly schedule as to when pickups will occur. Quantity of pickups, container sizes, and schedule may be adjusted at any time by the agency to better compliment the agency's requirements. The vendor will adjust shredding services for holidays and furloughs and notify each agency regarding adjustments and next service dates.
- 7.1.6** Notify the agency within two (2) hours of knowledge it will not be able to fulfill a scheduled service appointment. The vendor agrees to complete the scheduled service within twenty-four (24) hours of a missed appointment, unless otherwise specified and agreed upon in writing by the agency.
- 7.1.7** Allow services to be inspected, observed, tested, or reviewed by an employee of the agency at all times. If required by the agency, agency monitors must be present to witness the destruction process of all agency information material and/or an authorized representative of the agency may, at any time, inspect the document destruction process. The vendor agrees that an agency designee, at any time throughout the contract, may accompany the vendor during any collection, hauling, weighing, or destruction process being conducted by the vendor for mobile destruction. The vendor shall not restrict or in any way limit the agency's right or ability to oversee any services provided by the vendor.
- 7.1.8** Perform all collection and shredding of information materials on-site in an appropriate vehicle. Vehicles used for the destruction of documents must have lockable cabs and lockable, fully enclosed boxes. When unattended, the vehicle cabs and boxes must be locked. There should not be a cost charged to the agency for fuel as this should be included as part of the price per pound/box/container rate.

- 7.1.9** Coordinate with each Contracting Agency in determining the number and size of containers required. Quantity of containers per agency location for the collection and storage of information materials will be based on estimated volume and may be adjusted during the term of the contract as agency need requires. The Contracting Agency, not the vendor, will assign minimum quantities of containers to any agency location utilizing this contract. The containers shall be delivered within five (5) business days of agency request. The vendor shall deliver containers on the dates and times agreed upon by the agency and vendor. The agency withholds the right to refuse any unscheduled deliveries without charge or penalty. The container size(s) may be adjusted at any time by the agency to better complement the agency's requirements. The vendor will be responsible for delivery, set-up and all transportation costs. There is no charge for the use of containers or for their return and/or removal. Placement of containers in agency locations shall be in accordance with applicable fire codes. Locations may be adjusted during the term of the contract as agency need requires. The vendor shall maintain all bins in operable condition, replacing locks, lids, handles, etc., as needed at no cost to the agency. The vendor shall replace damaged containers at no additional charge. The containers and any other equipment provided to the agency by the vendor remains the property of the vendor.
- 7.1.10** Weigh the shredded documents and leave a receipt with the agency to compare with the invoices for payment.
- 7.1.11** Use certified scales to measure the weight of the shredded material to be billed at the per pound rate. Agencies reserve the right to have the scale tested for accuracy at the agency's discretion and expense. In the event the scale is determined to be inaccurate, the vendor shall reimburse the testing expense to the agency and may be considered grounds for contract termination.
- 7.1.12** Maintain records documenting the total number of recipients and names (or unique identifiers) of recipients to whom services were provided and the dates the services were provided so that an audit trail documenting service provision can be maintained.
- 7.1.13** Agree to supply environmental reports as requested from the Contracting Agency at no additional charge. Environmental reports may include, but are not limited to, number of tons of shredded material, how much carbon dioxide was saved by recycling this material instead of land filling, etc. The agency may request additional reports such as number of pickup locations by site, number of bins, etc. at no additional charge within forty-five (45) days.
- 7.1.14** Abide by all state and/or agency policies and procedures at all times. Deviations from these policies by the vendor or its personnel will not be tolerated and will be considered grounds for contract termination.
- 7.1.14.1** All state facilities are non-smoking; the vendor and its personnel must adhere to this requirement. The use of tobacco products is prohibited, except within designated smoking areas.

- 7.1.14.2** It is illegal to have in one's possession any illegal drug or alcoholic beverage while on state property.
- 7.1.14.3** The vendor's employees should refrain from using foul, abusive, or profane language on state property.
- 7.1.14.4** The agency reserves the right to inspect and search all vendor personnel and/or vehicles anytime while on facility grounds.
- 7.1.14.5** Vendors are required to sign-in and sign-out at most state facilities. Security provisions for all state facilities must be strictly observed.
- 7.1.15** Ensure all vendor personnel are well-groomed and in uniform at all times. Uniforms and/or dress code shall be inclusive of, but not limited to, neat and clean company uniforms with visible company logo appropriately and easily identifiable. Agency identification badges as well as personal identification of the individual employee shall be worn and clearly visible while on state property. Vendor personnel may be required to provide photographic identification for inspection upon entering state facilities.
- 7.1.16** Clean up the immediate document destruction area and ensure that all loose materials are collected and removed each time document destruction services are performed. Failure to adhere to this requirement will result in the costs of the performance of this work by others being charged to the vendor. **No material shall be stored on-site without prior approval from the Agency.**
- 7.1.17** Be responsible for all damages and shall be held responsible for replacing or repairing any damage due to negligence on the part of the vendor or vendor personnel to any person(s) and/or property. The vendor shall replace and repair any damage to any building or property, including but not limited to the replacement of any cracked or broken concrete (sidewalks, curbs, etc.) caused by on-site activities. Contracting Agency may withhold payment or make such deductions as deemed necessary to ensure reimbursement or replacement for loss or damage to property.
- 7.1.18** Exercise precautions at all times for the protection of persons (including employees) and property. The vendor shall make such investigations to enable them to fully understand the facilities, difficulties, and restrictions attending the execution of the work on-site. The project shall at all times be properly supervised and adequately manned by an experienced crew of appropriate size. At no time shall equipment be operated without guards, shields, or other manufacturer's recommended safety accessories in place and functioning as intended by the manufacturer. All work shall be accomplished by skilled workers familiar with and trained to do this type of work. Workers shall be qualified to operate and/or use the equipment necessary to accomplish this work. Proper safety barricades, protective, and covering devices shall be used to divert traffic and protect personnel. Normal safety signs, necessary lighting, and temporary fencing/barricades around work areas shall be installed and maintained in accordance with industry standards. The vendor shall ensure that its personnel are equipped with proper safety items. The vendor shall be responsible

for the supervision and direction of the work performed by its personnel. The vendor shall be responsible for instructing its personnel in all safety measures. All equipment used by the vendor shall be maintained in safe operating condition at all times, and be free from defects or wear that may in any way constitute a hazard to any person or persons on state property. All incidents involving agency property or personnel shall be reported to the designated agency contact immediately upon occurrence.

7.1.19 Perform all services provided in the contract between the bidder/vendor and the Contracting Agency in accordance with customary and reasonable industry standards as well as in strict conformance to all laws, statutes, and ordinances and the applicable rules, regulations, methods and procedures of all government boards, bureaus, offices and other agents. The vendor shall be responsible for the complete performance of all work; for the methods, means, and equipment used; and for furnishing all materials, tools, apparatus and property of every description used in connection therewith. No statement within this IFB shall negate compliance with any applicable governing regulation. The absence of detail specifications or the omission of detail description shall be recognized as meaning that only the best commercial practices are to prevail and that only first quality materials and workmanship are to be used.

7.2 Vendors shall also:

7.2.1 Administer and maintain all employment and payroll records, payroll processing, and payment of payroll checks and taxes, including the deductions required by state, federal, and local laws such as social security and withholding taxes;

7.2.2 Make all unemployment compensation contributions as required by federal and state law(s) and process claims as required;

7.2.3 Perform a background check and/or drug screening prior to placement if requested by the Contracting Agency and verify and/or provide the results; and,

7.2.4 Replace, at no additional expense to the Contracting Agency, any document destruction/shredding technician not performing satisfactorily immediately.

7.3 Agency shall:

7.3.1 Extend all necessary cooperation in scheduling on-site mobile shredding services and ensuring all document collection containers are readily available for pick up and shredding.

Section 8 – Minimum Bidder Qualifications to be Deemed Responsible

8.1 Bidder must have been in business and provided on-site mobile shredding services similar in requirements and scale to those described in this IFB for a minimum of two (2) years.

- 8.2** All bidders will be required to abide by all applicable federal and state laws and regulations, including but not limited to: OSHA, HIPAA, FACTA, Red Flag, Gramm/Leach/Bliley, Privacy Act, JCAHO, Implied Contract Breach, Trade Secret Protections, etc.
- 8.3** These minimum qualifications are in addition to a minimum score of five on the Reference Score Sheet (**Attachment F**) from reference interviews by the PSCRB with **two** bidder references (for a total minimum score of ten), as well as all other requirements of this IFB. (See **Section 11.1.3** and **Attachments E** and **F**.)

Section 9 – Duration

Vendors added to the preapproved list will remain on the list until March 16, 2018, at which time the list will expire. However, if a Contracting Agency enters into a contract with a preapproved vendor prior to the expiration date of March 16, 2018, that contract may be renewed at the same rates listed on the PVL until March 16, 2020. Prices submitted in response to the IFB will remain firm, valid, and renewable until March 16, 2020, except that a bidder may raise prices to reflect a rise in the federal minimum wage, but only to the extent of the actual minimum wage increase.

Section 10 – Removal from Preapproved List of Vendors for On-site Mobile Shredding Services

Vendors added to the preapproved list may be removed from the list for cause by the PSCRB.

Section 11 – Bid Submission Requirements

11.1 Submission format

The bid package must be sealed and must contain the following:

- 11.1.1** Bid Cover Sheet (**Attachment C**).
- 11.1.2** Bid Form (**Attachment D**) – all pricing must be submitted on the bid form. Bidders may bid on one, two or all three categories. Failure to complete and/or sign the bid form may result in bidders being determined nonresponsive.
- 11.1.3** References (**Attachment E**) – each bidder must furnish a listing of **at least** three (3) trade references along with the contact person, address, and phone number for each. These references must be familiar with the bidder's abilities in the areas involved with this solicitation. The PSCRB will use these references to determine the bidder's ability to perform the services. It is the responsibility of the bidder to ensure that the reference contact information is correct and current. The PSCRB will not track down references. Bidders should verify before submitting their bid that the contact person and phone number are correct for each reference. **The PSCRB must be able to reach two (2) references for a bidder within two (2) business days of bid opening to be considered responsive. Further, the bidder must score a minimum of five (5) points on each Reference Score Sheet which will be used by the PSCRB staff when interviewing the two (2)**

references (for a total minimum scoring requirement of ten (10) points) to be considered responsive and/or responsible. (See Section 8.5 and Attachments E and F.) Only bidders who are found responsive and/or responsible will have their bids considered. Bidder may submit as many references as desired. The PSCRB will begin contacting references at the top of the list and will continue down the list until they have completed Reference Score Sheets for two (2) references. After two (2) score sheets are completed, the staff will stop the reference check process.

11.2 Submission requirements

- 11.2.1 Bidders placing bids on more than one region should submit a complete and separate bid package for each region and mail or deliver in a separate sealed envelope for each region bid.
- 11.2.2 The original and one copy of the bid package shall be signed and submitted in a sealed envelope or package to 210 East Capitol Street, Suite 350, Jackson, MS 39201 no later than **9:00 AM CST, Friday, February 20, 2015**. (Also see, 11.2.4. and 11.2.12.)
- 11.2.3 Timely submission of the bid package is the responsibility of the bidder. Bids received after the specified time will be rejected and returned to the bidder unopened.
- 11.2.4 The envelope or package shall be marked with the bid opening date and time, and the number of the invitation for bids (9:30 AM CST, Friday, February 20, 2015; No. 2015-01).
- 11.2.5 The time and date of receipt will be indicated on the envelope or package by the MSPB or PSCRB staff.
- 11.2.6 Each page of the bid form and all attachments shall be identified with the name of the bidder.
- 11.2.7 Failure to submit a bid on the bid form provided will be considered cause for rejection of the bid. **Modifications or additions to any portion of the bid document may be cause for rejection of the bid.**
- 11.2.8 The PSCRB reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as nonresponsive.
- 11.2.9 As a precondition to bid acceptance, the PSCRB may request the bidder to withdraw or modify those portions of the bid deemed nonresponsive that do not affect quality, quantity, price, or delivery of the service.
- 11.2.10 Any bidder claiming that its response contains information exempt from the Mississippi Public Records Act (*Miss. Code Ann. §§ 25-61-1 et. seq.*), shall

segregate and mark the information as confidential and provide the specific statutory authority for the exemption.

11.2.11 All bid packages must be received by PSCRB no later than **9:00 AM CST, Friday, February 20, 2015**. Bids submitted via facsimile (faxes) or electronically **will not** be accepted. It is suggested that if a bid is mailed to PSCRB, it should be posted in certified mail with a return receipt requested. PSCRB will not be responsible for mail delays or lost mail.

11.2.12 Sealed bids should be mailed or hand delivered to and labeled as follows:

On-site Mobile Shredding Services Preapproved List

Bid No. 2015-01

Region: _____

Opening Date: 9:30 AM CST, February 20, 2015

Personal Service Contract Review Board

Attention: Teselyn Funches

210 East Capitol Street, Suite 350

Jackson, Mississippi 39201

SEALED BID – DO NOT OPEN

Section 12 – Bidder Certification

The bidder agrees that submission of a signed bid form is certification that the bidder will accept an award made to it as a result of the submission.

Section 13 – Debarment

By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.

Section 14 – Registration with Mississippi Secretary of State

By submitting a bid, the bidder certifies that it is registered to do business with the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) business days of being notified by the PSCRB that it has been placed on the preapproved list.

Section 15 – Insurance

15.1 Each successful bidder shall maintain insurance which, at a minimum, shall include the following types of insurance and coverage limits:

- **Workers' Compensation** as required by the State of Mississippi; and,
- **Comprehensive General or Commercial Liability** – at least \$1,000,000 each occurrence for bodily injury, personal injury, accidental death, property damage,

employee dishonesty, and identity theft with the State of Mississippi added as an additional insured.

15.2 Each successful bidder may be required to maintain the following types of insurance with coverage limits as identified and required by the Agency:

- **Motor Vehicle Liability Insurance** covering all vehicles, owned or otherwise, used in the contract work with limits of at least \$1,000,000 per occurrence for injuries including accidental death to any person and subject to the same limit for each person for any one accident involving two or more person; and
- **Motor Vehicle Property Damage Insurance** covering all property damage by vehicle with limits of at least \$250,000.

15.3 All insurance policies will list the *State of Mississippi* as an additional insured and upon request, the vendor will provide copies of any insurance documentation to the Contracting Agency.

15.4 All insurance policies shall be issued by companies authorized to do business under the laws of the State of Mississippi, meaning insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance.

15.5 The Contracting Agency may reserve the right to request from carriers, certificates of insurance regarding the required coverage.

15.6 **Agencies may require greater limits and will negotiate with vendors regarding the same. This is the only negotiable term.**

Section 16 – Bid Opening

Bid opening will be open to the public; however, this will include opening, reading, and listing the bid price on each bid only. No discussions will be entered into with any bidder as to the quality or provisions of the specifications and no award will be made either stated or implied at the bid opening.

Section 17 – Award Notification

Awards for this procurement will be posted on the Mississippi State Personnel Board website at <http://www.mspb.ms.gov>. Bidders will be notified via e-mail of the awards. Additionally, a letter will be sent to all bidders.

Section 18 – Procurement Methodology

18.1 Restrictions on Communication with PSCRB and MSPB Staff

At no time shall any bidder or its personnel contact, or attempt to contact, any PSCRB or MSPB staff regarding this IFB except the contact person as set forth in Section 4.

18.2 Cost of Preparing Bid

The PSCRB accepts no responsibility for any expense incurred by any bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

18.3 Independent Price Determination

By submitting a bid, the bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the prices bid. The prices quoted shall be inclusive of, but not limited to the following: all required equipment/material; all required insurance; all required overhead; all required profit; all required vehicles; all required fuel; and, all required licenses, certifications, fees, or permits.

18.4 Rejection of Bids

A bid response that includes terms and conditions that do not conform to the terms and conditions in the bid document is subject to rejection as non-responsive. Further, submission of a bid form that is not complete and/or signed is subject to rejection as non-responsive. The PSCRB reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid response prior to a determination by the PSCRB of non-responsiveness based on the submission of nonconforming terms and conditions.

18.5 Withdrawal of Bid

18.5.1 If a bidder's price bid is substantially lower than those of other bidders, a mistake may have been made.

18.5.2 A bidder may withdraw its bid from consideration if certain conditions are met:

- (1) The bid is submitted in good faith;
- (2) The price bid is substantially lower than those of other bidders because of a mistake;
- (3) The mistake is a clerical error, not an error of judgment; and,
- (4) Objective evidence drawn from original work papers, documents, and other materials used in the preparation of the bid demonstrates clearly that the mistake was an unintentional error in arithmetic or an unintentional omission of a quantity of labor or material.

18.5.3 To withdraw a bid that includes a clerical error after bid opening, the bidder must give notice in writing to the PSCRB of claim of right to withdraw a bid. Within two (2) business days after the bid opening, the bidder requesting withdrawal must provide to the PSCRB all original work papers, documents, and other materials used in the preparation of the bid.

18.5.4 A bidder may also withdraw a bid, prior to the time set for the opening of bids, by simply making a request in writing to the PSCRB. No explanation is required.

18.6 Debriefing

A bidder, successful or unsuccessful, may request a post-award debriefing, in writing, by U.S. mail or electronic submission. The written request must be received by the Director of the PSCRB within three (3) business days of notification of the contract award. A post-award debriefing is a meeting and not a hearing; therefore, legal representation is not required. A debriefing typically occurs within five (5) business days of receipt of the request. If a bidder prefers to have legal representation present, the bidder must notify the Director of the PSCRB in writing and identify its attorney by name, address and telephone number. The PSCRB will schedule and/or suspend and reschedule the meeting at a time when a representative of the Office of the Mississippi Attorney General can be present.

For additional information regarding Post-Award Debriefing, as well as the information that may be provided and excluded, please see Section 7-112 through 7-112.07, Post-Award Vendor Debriefing, of the *Mississippi Personal Service Contract Review Board's Rules and Regulations*.

18.7 Protests

Any actual or prospective bidder, offerer, or contractor who is aggrieved in connection with this solicitation or the outcome of this IFB may file a protest with the Director of the PSCRB. The protest shall be submitted on or before 1:00 PM CST, Tuesday, March 10, 2015, in writing after such aggrieved person or entity knows or should have known of the facts giving rise thereto. All protests must be in writing, dated, signed by the bidder or an individual authorized to sign contracts on behalf of the protesting bidder, and contain a statement of the reason(s) for protest, citing the law(s), rule(s) and regulation(s) or procedure(s) on which the protest is based. The written protest letter shall contain an explanation of the specific basis for the protest. The protesting bidder must provide facts and evidence to support the protest. A protest is considered filed when received by the Director of the PSCRB via either U.S. mail, postage prepaid, or by personal delivery. Protests filed after 1:00 PM CST, Tuesday, March 10, 2015, will not be considered.

Section 19 – Required Contract Terms and Conditions

Any contract entered into with a Contracting Agency pursuant to a vendor/bidder being placed on the preapproved list shall have the required clauses found in **Attachment G** and those required by the *Mississippi Personal Service Contract Review Board's Rules and Regulations* as updated.

Section 20 – Optional Contract Terms and Conditions

Any contract entered into with a Contracting Agency pursuant to a vendor/bidder being placed on the preapproved list may have, at the discretion of the Contracting Agency, the optional clauses found in **Attachment H** and those within the *Mississippi Personal Service Contract Review Board's Rules and Regulations* as updated.

Section 21 – Note to Agencies and Vendors

Agencies are cautioned that this procurement may not comply with guidelines from outside funding sources such as the Federal Government or various grants. It is the Contracting Agency's responsibility, when using such funding sources, to verify that this IFB meets the procurement requirements of same. **Also, this procurement does not replace agencies' currently active service contracts, and agencies will not be asked to terminate their current contracts.** Agencies do not have to contract with the vendors on the preapproved list; however, using vendors from the list will eliminate the need for procurement.

Section 22 – Attachments

The attachments to this IFB are made a part of this IFB as if copied herein in words and figures.

Section 23 – Mississippi State Personnel Board Website

This IFB, questions and answers concerning this IFB, and the Preapproved List of Vendors for On-site Mobile Shredding Services will be posted on the MSPB website at <http://www.mspb.ms.gov>.

ATTACHMENT A

An agency may request a "Certificate of Destruction," which indicates that actual destruction of information materials has taken place and meets the agency's statutory requirements for document control. The agency may utilize this form or a similar form and may even request the certificate be printed on the vendor's letterhead. The agency Certificate of Destruction may include: location of agency facility, date service provided, start/end time, number of containers for scheduled shredding or number of pounds for purged shredding, size of box/container shredded, signature and title of vendor technician, and date signed. If an agency monitor is required, the monitor should also sign and date this form. Upon completion of each shredding service, unless otherwise agreed to by the agency, the vendor must complete and return this form. This form must be provided within five (5) business days of completion OR upon completion of destruction services OR issued upon shredding of each bin.

Certificate of Destruction

Date Service Provided: _____

Start Time of Destruction/Shredding: _____

End Time of Destruction/Shredding: _____

Agency Location: _____

Size of Container(s): _____

Total Number of Container(s): _____

Total Number of Pounds Shredded: _____

Technician Signature: _____

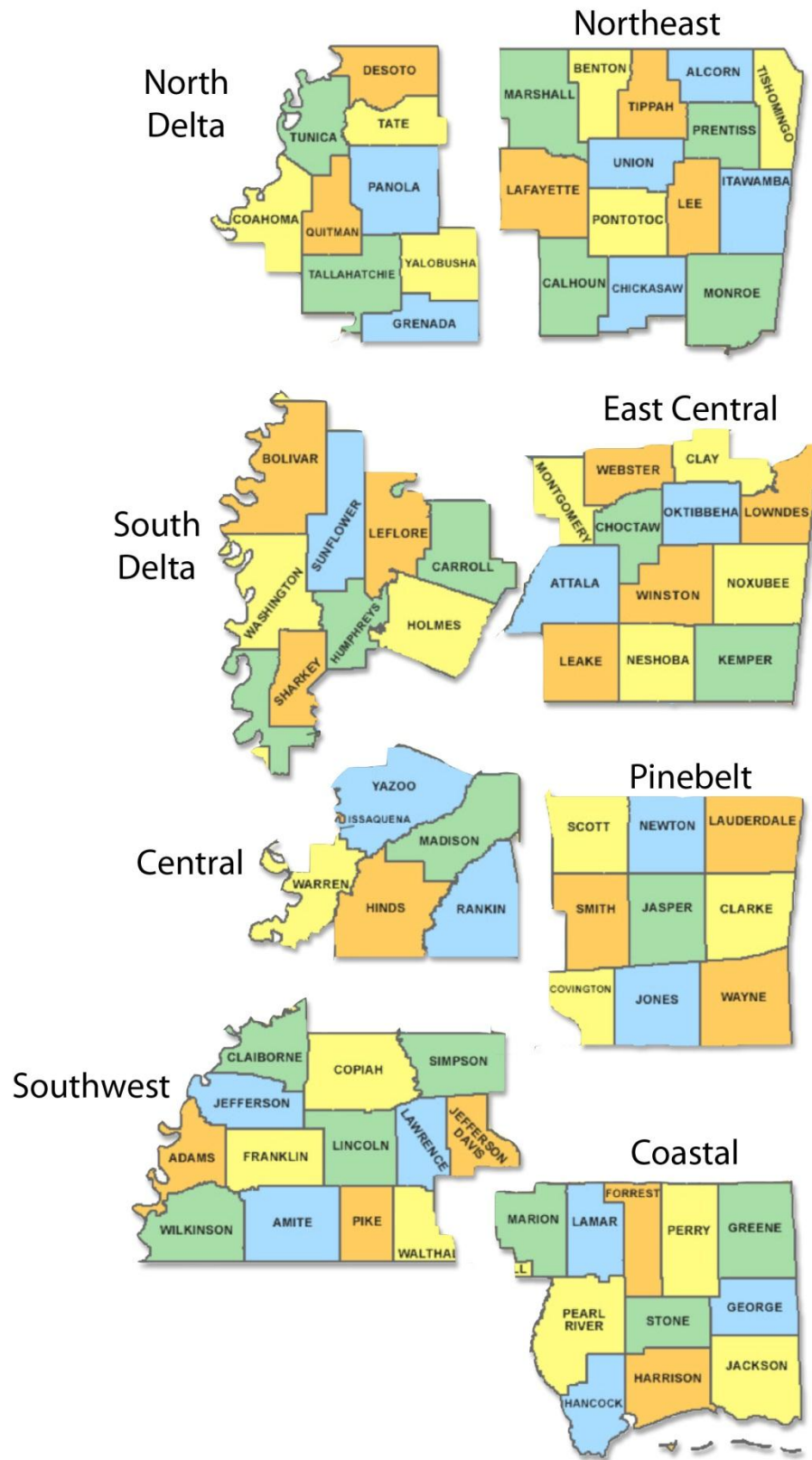
Title and Date: _____

Monitor Signature: _____

Title and Date: _____

Vendor personnel shall deliver the form to the assigned Agency Representative after services are completed. Vendor personnel should verify whether a monitor is required. If a monitor is required, services will not begin until the monitor is available to view the process. Due to the confidential nature of some documents, the agency form may have an area to be completed only by agency personnel which will identify the records shredded.

ATTACHMENT B



ATTACHMENT C

BID COVER SHEET

The Personal Service Contract Review Board, on behalf of the State of Mississippi, plans to develop a Preapproved List of Providers for On-site Mobile Shredding Services, and invites your bid.

On-site Mobile Shredding Services include three separate categories: (1) Purge Shredding-Per Pound; (2) Purge Shredding-Per Box/Container; and, (3) Scheduled Shredding. The Purge Shredding-Per Box will be available in the following sizes: standard copy paper box, banker/legal file box, 64 gallon container, and/or 96 gallon container. The Scheduled Shredding format will be available in the following three container sizes: 32, 64, and/or 96 gallon containers.

Services listed above will be provided by region. *See* map of regions in **Attachment B**.

Bids are to be submitted as listed below, on or before 9:00 AM CST, Friday, February 20, 2015.

PLEASE MARK YOUR ENVELOPE:

On-site Mobile Shredding Services Preapproved List

Bid No. 2015-01

Region: _____

Opening Date: 9:30 AM CST, February 20, 2015

Personal Service Contract Review Board

Attention: Teselyn Funches

210 East Capitol Street, Suite 350

Jackson, Mississippi 39201

SEALED BID – DO NOT OPEN

Name of Company: _____

Quoted By: _____

Signature: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax Number: _____

E-Mail Address: _____

Name and phone number of Company Representative to be contacted by Agencies seeking to contract for services pursuant to this IFB: _____

In addition to providing the above contact information, please answer the following questions regarding your company:

What year was your company started? _____

How many years has the firm been in business of performing the services called for in this IFB?

Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation. _____

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms. _____

Is your company licensed and/or certified to provide secured on-site mobile shredding services as required by any and all applicable Federal and State law(s)? _____

Is your company a member in good standing of the National Association for Information Destruction (hereinafter "NAID") and/or an AAA-certified member in good standing of NAID?

List all licenses or permits your company possesses that are applicable to performing the services required in this IFB. _____

For how many customers has your company provided secured on-site mobile shredding services in the past two (2) years? _____

What is the largest (per pound/per container) customer your company has provided secured on-site mobile shredding services for in the past two (2) years? _____

Does your company provide e-waste destruction services? _____

Describe any specific services which your company offers along with any specialized experience, certification, and/or education of your current staff. _____

ATTACHMENT D

BID FORM FOR ON-SITE MOBILE SHREDDING SERVICES

Services to be provided in Region: _____

The pricing quoted shall be inclusive of, but not limited to the following:

1. All required equipment/material;
2. All required insurance;
3. All required overhead;
4. All required profit;
5. All required vehicles;
6. All required fuel and mileage;
7. All required labor per man-hour and supervision;
8. All required retrieval, removal, collection, or return of bins;
9. The cost of any business and professional licenses, permits, or fees;
10. Use of bins to collect and store collected materials for scheduled shredding; and,
11. Any and all other costs.

Pricing Structure:

1. All pricing for on-site mobile shredding services includes all associated costs for the items; no additional or hidden fees are allowed.
2. Pricing shall be provided on a per pound basis for paper when materials to be shredded are not collected in bins. (Purge Shredding-Per Pound)
3. Pricing shall be provided for paper in boxes or containers on a per box or container occurrence. (Purge Shredding-Per Box/Container)
4. Pricing shall be provided for paper in containers on a per container occurrence. (Scheduled Shredding)

Bidders may bid on one, two, or all three formats/categories, but must be able to provide and/or service each container and/or box size in the format/category bid on.

Company	Contact Person	Telephone Number

Pricing for Purge Shredding Service	Per Pound
Using an agency container	
Service Fee (If any)	

Pricing for Purge Shredding Service	Per Box/Container
Copy Paper Box (Provided by Agency)	
Banker/Legal File Box (Provided by Agency)	
64 Gallon Container (Tote)	
96 Gallon Container (Tote)	
Service Fee (If any)	

Pricing for Scheduled Shredding Service	Per Container		
	Bi-Monthly	Monthly	Quarterly
32 Gallon Container (Console)			
Each Additional			
64 Gallon Container (Tote)			
Each Additional			
96 Gallon Container (Tote)			
Each Additional			
Service Fee (If any)			

By signing below, the company representative certifies that he/she has authority to bind the company, and further acknowledges and certifies on behalf of the company:

1. That he/she has thoroughly read and understands the Invitation for Bids and Attachments thereto;
2. That the company meets all requirements and acknowledges all certifications contained in the Invitation for Bids and Attachments thereto;
3. That the company agrees to all provisions of the Invitation for Bids and Attachments thereto including, but not limited to, the Required and Optional Clauses to be included in any contract resulting from this IFB (**Attachments G and H**);
4. That the company will perform the services required at the prices quoted above;
5. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete, and current as of the submission date;
6. That the company can and will meet all required laws, regulations, and/or procedures related to confidentiality in the destruction of the State's records and represents that its workers are licensed, certified and possess the requisite credentials to perform on-site mobile shredding services; and,
7. That all material, equipment, etc., contained in the bid meets all Occupational Safety Hazards Act (hereinafter "OSHA") requirements. Further, that if the company is the successful bidder and the material, equipment, etc., delivered is subsequently found to be deficient pursuant to any OSHA requirement in effect on the date of delivery, all costs necessary to bring the material, equipment, etc. into compliance with aforementioned requirements shall borne solely by the vendor.

8. **NON-DEBARMENT**-By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.
9. **INDEPENDENT PRICE DETERMINATION**-The bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the prices bid/offered.
10. **PROSPECTIVE CONTRACTOR'S REPRESENTATION REGARDING CONTINGENT FEES**-The prospective contractor represents as a part of such Contractor's bid or proposal that such Contractor has/has not (*please circle applicable word or words*) retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.
11. **REPRESENTATION REGARDING CONTINGENT FEES**-The Contractor represents that it has/has not (*please circle applicable word or words*) retained a person to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or other contingent fee, except as disclosed in the Contractor's bid or proposal.
12. **REPRESENTATION REGARDING GRATUITIES**-The bidder, offeror, or contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the *Mississippi Personal Service Contract Review Board Rules and Regulations*.

Company Name: _____

Printed name of representative: _____

Date: _____

Signature: _____

Note: Please be sure to **circle the applicable word or words** on numbers 10 (Prospective Contractor's Representation Regarding Contingent Fees) and 11 (Representation Regarding Contingent Fees) above. Failure to circle the applicable word or words and/or to sign the bid form may result in the bid being rejected as nonresponsive. **Modifications or additions to any portion of this bid document may be cause for rejection of the bid.**

ATTACHMENT E

REFERENCES

REFERENCE 1

Name of Company: _____

Dates of Service: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

Alternative Contact Person (optional): _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

REFERENCE 2

Name of Company: _____

Dates of Service: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

Alternative Contact Person (optional): _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

REFERENCE 3

Name of Company: _____

Dates of Service: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

Alternative Contact Person (optional): _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

Bidder may submit as many references as desired by submitting as many additional copies of Attachment E, References, as deemed necessary. References will be contacted in order listed until two (2) references have been interviewed and Reference Score Sheets completed for each of the two (2) references. No further references will be contacted; however, bidders are encouraged to submit additional references to ensure that at least two (2) references are available for interview. The PSCRB staff must be able to contact two (2) references within two (2) PSCRB business days of bid opening to be considered responsive.

Reference Score Sheet

Region: _____

Bidder Name:

Reference Name: _____

Spoke to: _____

Score: _____

Each “yes” is one point; each “no” is zero points. Bidder must have a minimum score of “5” from two references (total of “10” points) to be considered responsible and for its bid to be considered.

Called by: _____

Date/Time: _____

[illegible]

ATTACHMENT G

Required Clauses for Service Contracts Resulting from this IFB

1. Applicable Law. The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws, provisions, and any litigation with respect thereto shall be brought in the courts of the State. Contractor shall comply with applicable federal, state, and local laws and regulations.
2. Availability of Funds. It is expressly understood and agreed that the obligation of the Agency to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the Agency, the Agency shall have the right upon ten (10) working days written notice to Contractor, to terminate this agreement without damage, penalty, cost or expenses to the Agency of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.
3. Compliance with Laws. Contractor understands that the Agency is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and Contractor agrees during the term of the agreement that Contractor will strictly adhere to this policy in its employment practices and provision of services. Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.
4. E-Payment. Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The Agency agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies," which generally provides for payment of undisputed amounts by the Agency within forty-five (45) days of receipt of invoice. Miss. Code Ann. § 31-7-305 (1972, as amended).
5. E-Verification. If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008, and will register and participate in the status verification system for all newly hired employees. Miss. Code Ann. §§ 71-11-1 *et seq.* (1972, as amended). The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor agrees to maintain records of such compliance.

Upon request of the State and after approval of the Social Security Administration or Department of Homeland Security when required, Contractor agrees to provide a copy of each such verification. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws. The breach of this agreement may subject Contractor to the following:

- a. termination of this contract for services and ineligibility for any state or public contract in Mississippi for up to three (3) years with notice of such cancellation/termination being made public;
- b. the loss of any license, permit, certification or other document granted to Contractor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year; or,
- c. both.

In the event of such cancellation/termination, Contractor would also be liable for any additional costs incurred by the State due to Contract cancellation or loss of license or permit to do business in the State.

6. Insurance: Contractor represents that it will maintain workers' compensation insurance which shall inure to the benefit of all Contractor's personnel provided hereunder; comprehensive general liability or commercial liability insurance, with minimum limits of \$1,000,000 per occurrence for bodily injury, personal injury, accidental death, property damage, employee dishonesty, and identity theft; motor vehicle liability insurance covering all vehicles, owned or otherwise, used in contract work with minimum limits of \$1,000,000 per occurrence for injuries including accidental death to any person and subject to the same limit for each person for any one accident involving two or more person; and motor vehicle property damage insurance covering all property damage by vehicle with minimum limits of \$250,000. All general liability, commercial liability, automobile liability, and automobile property damage insurance will provide coverage to the *State of Mississippi* as an additional insured. The Agency reserves the right to request from carriers, certificates of insurance regarding the required coverage. Insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance.
7. Paymode. Payments by state agencies using the State's accounting system shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of Contractor's choice. The State may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.
8. Procurement Regulations. The contract shall be governed by the applicable provisions of the *Mississippi Personal Service Contract Review Board Rules and Regulations*, a copy of which is available at 210 East Capitol, Suite 800, Jackson, Mississippi 39201 for inspection, or downloadable at <http://www.mspb.ms.gov>.

9. Representation Regarding Contingent Fees. Contractor represents that it has not retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's bid or proposal.
10. Representation Regarding Gratuities. Contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the *Mississippi Personal Service Contract Review Board Rules and Regulations*.
11. Requirements Contract. During the period of the contract, Contractor shall provide all the service described in the contract. Contractor understands and agrees that this is a requirements contract and that the Agency shall have no obligation to Contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of the Agency for the period of the contract. The amount is only an estimate and Contractor understands and agrees that the Agency is under no obligation to Contractor to buy any amount of the services as a result of having provided this estimate or of having any typical or measurable requirement in the past. Contractor further understands and agrees that the Agency may require services in an amount less than or in excess of the estimated annual contract amount and that the quantity actually used, whether in excess of the estimate or less than the estimate, shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.
12. Stop Work Order.
 - a. *Order to Stop Work:* The procurement officer, may, by written order to Contractor at any time, and without notice to any surety, require Contractor to stop all or any part of the work called for by this contract. This order shall be for a specified period not exceeding ninety (90) days after the order is delivered to Contractor, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the procurement officer shall either:
 - i. cancel the stop work order; or,
 - ii. terminate the work covered by such order as provided in the Termination for Default clause or the Termination for Convenience clause of this contract.
 - b. *Cancellation or Expiration of the Order:* If a stop work order issued under this clause is canceled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, Contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or Contractor price, or both, and the contract shall be modified in writing accordingly, if:

- i. the stop work order results in an increase in the time required for, or in Contractor's cost properly allocable to, the performance of any part of this contract; and,
 - ii. Contractor asserts a claim for such an adjustment within thirty (30) days after the end of the period of work stoppage; provided that, if the procurement officer decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this contract.
- c. *Termination of Stopped Work:* If a stop work order is not canceled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise

13. Termination for Convenience.

- a. *Termination.* The procurement officer may, when the interests of the State so require, terminate this contract in whole or in part, for the convenience of the State. The procurement officer shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective.
- b. *Contractor's Obligations.* Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Contractor will stop work to the extent specified. Contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. Contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The procurement officer may direct Contractor to assign Contractor's right, title, and interest under terminated orders or subcontracts to the State. Contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

14. Termination for Default.

- a. *Default.* If Contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract or any extension thereof, or otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the procurement officer may notify Contractor in writing of the delay or nonperformance and if not cured in ten (10) days or any longer time specified in writing by the procurement officer, such officer may terminate Contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part, the procurement officer may procure similar supplies or services in a manner and upon terms deemed appropriate by the procurement officer. Contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.
- b. *Contractor's Duties.* Notwithstanding termination of the contract and subject to any directions from the procurement officer, Contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of Contractor in which the State has an interest.

- c. *Compensation.* Payment for completed services delivered and accepted by the State shall be at the contract price. The State may withhold from amounts due Contractor such sums as the procurement officer deems to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders and to reimburse the State for the excess costs incurred in procuring similar goods and services.
 - d. *Excuse for Nonperformance or Delayed Performance.* Except with respect to defaults of subcontractors, Contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by Contractor to make progress in the prosecution of the work hereunder which endangers such performance) if Contractor has notified the procurement officer within fifteen (15) days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of the public enemy; acts of the State and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, Contractor shall not be deemed to be in default, unless the services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit Contractor to meet the contract requirements. Upon request of Contractor, the procurement officer shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, Contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly, subject to the rights of the State under the clause entitled (in fixed-price contracts, "Termination for Convenience," in cost-reimbursement contracts, "Termination"). (As used in this Paragraph of this clause, the term "subcontractor" means subcontractor at any tier).
 - e. *Erroneous Termination for Default.* If, after notice of termination of Contractor's right to proceed under the provisions of this clause, it is determined for any reason that the contract was not in default under the provisions of this clause, or that the delay was excusable under the provisions of Paragraph (4) (Excuse for Nonperformance or Delayed Performance) of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the State, be the same as if the notice of termination had been issued pursuant to such clause.
 - f. *Additional Rights and Remedies.* The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this contract.
15. Transparency. This contract, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," and its exceptions. See Miss. Code Ann. §§ 25-61-1 *et seq.* (1972, as amended) and Miss. Code Ann. § 79-23-1 (1972, as amended). In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Miss. Code Ann. §§ 27-104-151 *et seq.* (1972, as amended). Unless exempted from disclosure due to a court-issued protective order, a copy of this executed contract is required to be posted to the Department

of Finance and Administration's independent agency contract website for public access at <http://www.transparency.mississippi.gov>. Information identified by Contractor as trade secrets, or other proprietary information, including confidential vendor information or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes, will be redacted.

ATTACHMENT H

Optional Clauses for Use in Service Contracts Resulting from this IFB (At Discretion of Contracting Agency)

Appendix H includes (alphabetically by title) various service contracting clauses which are available for use. Many clauses require the inclusion of additional information. A word or phrase in square brackets indicates that the information identified is to be inserted (e.g., *[time]*, *[date]*). Clarifications of clauses are in parentheses within or at the end of the clause. These are discretionary and the Agency is neither required to use them nor prohibited from using others which are not included in this appendix.

1. Anti-assignment/subcontracting. Contractor acknowledges that it was selected by the State to perform the services required hereunder based, in part, upon Contractor's special skills and expertise. Contractor shall not assign, subcontract, or otherwise transfer this agreement, in whole or in part, without the prior written consent of the State, which the State may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer of its obligations without such consent shall be null and void. No such approval by the State of any subcontract shall be deemed in any way to provide for the incurrence of any obligation of the State in addition to the total fixed price agreed upon in this agreement. Subcontracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that the State may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties.
2. Approval. It is understood that this contract requires approval by the Personal Service Contract Review Board. If this contract is not approved, it is void and no payment shall be made hereunder.
3. Attorneys' fees and expenses. Subject to other terms and conditions of this agreement, in the event Contractor defaults in any obligations under this agreement, Contractor shall pay to the State all costs and expenses (including, without limitation, investigative fees, court costs, and attorney's fees) incurred by the State in enforcing this agreement or otherwise reasonably related thereto. Contractor agrees that under no circumstances shall the customer be obligated to pay any attorney's fees or costs of legal action to Contractor.
4. Authority to contract. Contractor warrants: (a) that it is a validly organized business with valid authority to enter into this agreement; (b) that it is qualified to do business and in good standing in the State of Mississippi; (c) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind; and, (d) notwithstanding any other provision of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this agreement.

5. Confidential information. “Confidential Information” shall mean: (a) those materials, documents, data, and other information which Contractor has designated in writing as proprietary and confidential; and, (b) all data and information which Contractor acquires as a result of its contact with and efforts on behalf of the customer and any other information designated in writing as confidential by the State. Each party to this agreement agrees to the following:
- (1) to protect all confidential information provided by one party to the other;
 - (2) to treat all such confidential information as confidential to the extent that confidential treatment is allowed under state and/or federal law;
 - (3) except as otherwise required by law, not to publish or disclose such information to any third party without the other party’s written permission; and,
 - (4) to do so by using those methods and procedures normally used to protect the party’s own confidential information.

Any liability resulting from the wrongful disclosure of confidential information on the part of Contractor or its subcontractor shall rest with Contractor. Disclosure of any confidential information by Contractor or its subcontractor without the express written approval of the customer shall result in the immediate termination of this agreement.

6. Confidentiality. Notwithstanding any provision to the contrary contained herein, it is recognized that Agency is a public agency of the State of Mississippi and is subject to the Mississippi Public Records Act. Miss. Code Ann. §§ 25-61-1 *et seq.* (1972, as amended). If a public records request is made for any information provided to Agency pursuant to the agreement, Agency shall promptly notify the disclosing party of such request and will respond to the request only in accordance with the procedures and limitations set forth in applicable law. The disclosing party shall promptly institute appropriate legal proceedings to protect its information. No party to the agreement shall be liable to the other party for disclosures of information required by court order or required by law.
7. Contractor personnel. The Agency shall, throughout the life of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by Contractor. If the Agency reasonably rejects staff or subcontractors, Contractor must provide replacement staff or subcontractors satisfactory to the Agency in a timely manner and at no additional cost to the Agency. The day-to-day supervision and control of Contractor’s employees and subcontractors is the sole responsibility of Contractor.
8. Debarment and suspension. Contractor certifies to the best of its knowledge and belief, that it:
- (1) is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency or any political subdivision or agency of the State of Mississippi;
 - (2) has not, within a three year period preceding this proposal, been convicted of or had a

civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;

- (3) has not, within a three year period preceding this proposal, been convicted of or had a civil judgment rendered against it for a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (4) is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of these offenses enumerated in paragraphs two (2) and (3) of this certification; and,
 - (5) has not, within a three year period preceding this proposal, had one or more public transactions (federal, state, or local) terminated for cause or default.
9. Disclosure of confidential information. In the event that either party to this agreement receives notice that a third party requests divulgence of confidential or otherwise protected information and/or has served upon it a subpoena or other validly issued administrative or judicial process ordering divulgence of confidential or otherwise protected information that party shall promptly inform the other party and thereafter respond in conformity with such subpoena to the extent mandated by law. This section shall survive the termination or completion of this agreement. The parties agree that this section is subject to and superseded by Mississippi Code Annotated §§ 25-61-1 *et seq.* (1972, as amended).
10. Exceptions to confidential information. Contractor and the State shall not be obligated to treat as confidential and proprietary any information disclosed by the other party (“disclosing party”) which:
- (1) is rightfully known to the recipient prior to negotiations leading to this agreement, other than information obtained in confidence under prior engagements;
 - (2) is generally known or easily ascertainable by nonparties of ordinary skill in the business of the customer;
 - (3) is released by the disclosing party to any other person, firm, or entity (including governmental agencies or bureaus) without restriction;
 - (4) is independently developed by the recipient without any reliance on confidential information;
 - (5) is or later becomes part of the public domain or may be lawfully obtained by the State or Contractor from any nonparty; or,
 - (6) is disclosed with the disclosing party’s prior written consent.
11. Errors in extension. If the unit price and the extension price are at variance, the unit price shall prevail.

12. Failure to deliver. In the event of failure of Contractor to deliver services in accordance with the contract terms and conditions, the Agency, after due oral or written notice, may procure the services from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Agency may have.
13. Failure to enforce. Failure by the Agency at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Agency to enforce any provision at any time in accordance with its terms.
14. Final payment. Upon satisfactory completion of the work performed under this contract, as a condition before final payment under this contract, or as a termination settlement under this contract, Contractor shall execute and deliver to the Agency a release of all claims against the State arising under, or by virtue of, the contract, except claims which are specifically exempted by Contractor to be set forth therein. Unless otherwise provided in this contract, by state law, or otherwise expressly agreed to by the parties in this contract, final payment under the contract or settlement upon termination of this contract shall not constitute waiver of the State's claims against Contractor under this contract.
15. Force majeure. Each party shall be excused from performance for any period and to the extent that it is prevented from performing any obligation or service, in whole or in part, as a result of causes beyond the reasonable control and without the fault or negligence of such party and/or its subcontractors. Such acts shall include without limitation acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters ("force majeure events"). When such a cause arises, Contractor shall notify the State immediately in writing of the cause of its inability to perform, how it affects its performance, and the anticipated duration of the inability to perform. Delays in delivery or in meeting completion dates due to force majeure events shall automatically extend such dates for a period equal to the duration of the delay caused by such events, unless the State determines it to be in its best interest to terminate the agreement.
16. HIPAA compliance. Contractor agrees to comply with the "Administrative Simplification" provisions of the Health Insurance Portability and Accountability Act of 1996, including electronic data interchange, code sets, identifiers, security, and privacy provisions, as may be applicable to the services under this contract.
17. Indemnification. To the fullest extent allowed by law, Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the Agency, its commissioners, board members, officers, employees, agents, and representatives, and the State of Mississippi from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever including, without limitation, court costs, investigative fees and expenses, and attorney's fees, arising out of or caused by Contractor and/or its partners, principals, agents, employees and/or subcontractors in the performance of or failure to perform this agreement. In the State's sole discretion, Contractor may be allowed to control the defense of any such claim, suit, etc. In the event Contractor defends said claim, suit, etc., Contractor shall use legal counsel acceptable to the State. Contractor shall

be solely responsible for all costs and/or expenses associated with such defense, and the State shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc. without the State's concurrence, which the State shall not unreasonably withhold.

18. Independent contractor status. Contractor shall, at all times, be regarded as and shall be legally considered an independent contractor and shall at no time act as an agent for the State. Nothing contained herein shall be deemed or construed by the State, Contractor, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures, employer and employee, or any similar such relationship between the State and Contractor. Neither the method of computation of fees or other charges, nor any other provision contained herein, nor any acts of the State or Contractor hereunder creates, or shall be deemed to create a relationship other than the independent relationship of the State and Contractor. Contractor's personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of the State. Neither Contractor nor its employees shall, under any circumstances, be considered servants, agents, or employees of the Agency, and the Agency shall be at no time legally responsible for any negligence or other wrongdoing by Contractor, its servants, agents, or employees. The Agency shall not withhold from the contract payments to Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to Contractor. Further, the Agency shall not provide to Contractor any insurance coverage or other benefits, including Worker's Compensation, normally provided by the State for its employees.
19. Integrated agreement/merger. This agreement, including all contract documents, represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations or agreements, irrespective of whether written or oral. This agreement may be altered, amended, or modified only by a written document executed by the State and Contractor. Contractor acknowledges that it has thoroughly read all contract documents and has had the opportunity to receive competent advice and counsel necessary for it to form a full and complete understanding of all rights and obligations herein. Accordingly, this agreement shall not be construed or interpreted in favor of or against the State or Contractor on the basis of draftsmanship or preparation hereof.
20. Modification or renegotiation. This agreement may be modified only by written agreement signed by the parties hereto. The parties agree to renegotiate the agreement if federal and/or state revisions of any applicable laws or regulations make changes in this agreement necessary.
21. No limitation of liability. Nothing in this agreement shall be interpreted as excluding or limiting any tort liability of Contractor for harm caused by the intentional or reckless conduct of Contractor or for damages incurred through the negligent performance of duties by Contractor or the delivery of products that are defective due to negligent construction.
22. Notices. All notices required or permitted to be given under this agreement must be in writing and personally delivered or sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at the address set forth below. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

For Contractor: [name, title, contractor, address]
For the Agency: [name, title, agency, address]

23. Non-solicitation of employees. Each party to this agreement agrees not to employ or to solicit for employment, directly or indirectly, any persons in the full-time or part-time employment of the other party until at least six (6) months after this agreement terminates unless mutually agreed to in writing by the State and Contractor.
24. Oral statements. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this contract. All modifications to the contract must be made in writing by the Agency and agreed to by Contractor.
25. Ownership of documents and work papers. Agency shall own all documents, files, reports, work papers and working documentation, electronic or otherwise, created in connection with the project which is the subject of this agreement, except for Contractor's internal administrative and quality assurance files and internal project correspondence. Contractor shall deliver such documents and work papers to Agency upon termination or completion of the agreement. The foregoing notwithstanding, Contractor shall be entitled to retain a set of such work papers for its files. Contractor shall be entitled to use such work papers only after receiving written permission from Agency and subject to any copyright protections.
26. Priority. The contract consists of this agreement with exhibits, the PSCRB Invitation for Bids 2015-01 (hereinafter referred to as IFB), and the bid by [CONTRACTOR NAME] (hereinafter referred to as Bid). Any ambiguities, conflicts or questions of interpretation of this contract shall be resolved by first, reference to this agreement with exhibits and, if still unresolved, by reference to the IFB and, if still unresolved, by reference to the bid. Omission of any term or obligation from this agreement shall not be deemed an omission from this contract if such term or obligation is provided for elsewhere in this contract.
27. Quality control. Contractor shall institute and maintain throughout the contract period a properly documented quality control program designed to ensure that the services are provided at all times and in all respects in accordance with the contract. The program shall include providing daily supervision and conducting frequent inspections of Contractor's staff and ensuring that accurate records are maintained describing the disposition of all complaints. The records so created shall be open to inspection by the Agency.
28. Record retention and access to records. Provided Contractor is given reasonable advance written notice and such inspection is made during normal business hours of Contractor, the State or any duly authorized representatives shall have unimpeded, prompt access to any of Contractor's books, documents, papers, and/or records which are maintained or produced as a result of the project for the purpose of making audits, examinations, excerpts, and transcriptions. All records related to this agreement shall be retained by Contractor for three (3) years after final payment is made under this agreement and all pending matters are closed; however, if any audit, litigation or other action arising out of or related in any way to this project is commenced before the end of the three (3) year period, the records shall be

retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the three (3) year period, whichever is later.

29. Recovery of money. Whenever, under the contract, any sum of money shall be recoverable from or payable by Contractor to the Agency, the same amount may be deducted from any sum due to Contractor under the contract or under any other contract between Contractor and the Agency. The rights of the Agency are in addition and without prejudice to any other right the Agency may have to claim the amount of any loss or damage suffered by the Agency on account of the acts or omissions of Contractor.
30. Renewal of contract: The contract may be renewed at the discretion of the Agency upon written notice to Contractor at least [NUMBER] days prior to each contract anniversary date for a period of [NUMBER] successive one-year periods under the same prices, terms, and conditions as in the original contract and/or subsequent contracts. The total number of renewal years permitted shall not exceed [NUMBER], or extend past March 16, 2020.
31. Right to audit. Contractor shall maintain such financial records and other records as may be prescribed by the Agency or by applicable federal and state laws, rules, and regulations. Contractor shall retain these records for a period of three years after final payment, or until they are audited by the Agency, whichever event occurs first. These records shall be made available during the term of the contract and the subsequent three-year period for examination, transcription, and audit by the Mississippi State Auditor's Office, its designees, or other authorized bodies.
32. Right to inspect facility. The State may, at reasonable times, inspect the place of business of a Contractor or any subcontractor which is related to the performance of any contract awarded by the State.
33. Severability. If any part of this agreement is declared to be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of the agreement that can be given effect without the invalid or unenforceable provision, and to this end the provisions hereof are severable. In such event, the parties shall amend the agreement as necessary to reflect the original intent of the parties and to bring any invalid or unenforceable provisions in compliance with applicable law.
34. State property. Contractor will be responsible for the proper custody and care of any state-owned property furnished for Contractor's use in connection with the performance of this agreement. Contractor will reimburse the State for any loss or damage, normal wear and tear excepted.
35. Termination upon bankruptcy. This contract may be terminated in whole or in part by Agency upon written notice to Contractor, if Contractor should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by Contractor of an assignment for the benefit of its creditors. In the event of such termination, Contractor shall be entitled to recover just and equitable compensation for satisfactory work performed under this contract, but in no case shall said compensation exceed the total contract price.

36. Third party action notification. Contractor shall give the customer prompt notice in writing of any action or suit filed, and prompt notice of any claim made against Contractor by any entity that may result in litigation related in any way to this agreement.
37. Unsatisfactory work. If, at any time during the contract term, the service performed or work done by Contractor is considered by the Agency to create a condition that threatens the health, safety, or welfare of the citizens and/or employees of the State of Mississippi, Contractor shall, on being notified by the Agency, immediately correct such deficient service or work. In the event Contractor fails, after notice, to correct the deficient service or work immediately, the Agency shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of Contractor.
38. Waiver. No delay or omission by either party to this agreement in exercising any right, power, or remedy hereunder or otherwise afforded by contract, at law, or in equity shall constitute an acquiescence therein, impair any other right, power or remedy hereunder or otherwise afforded by any means, or operate as a waiver of such right, power, or remedy. No waiver by either party to this agreement shall be valid unless set forth in writing by the party making said waiver. No waiver of or modification to any term or condition of this agreement will void, waive, or change any other term or condition. No waiver by one party to this agreement of a default by the other party will imply, be construed as or require waiver of future or other defaults.